

18 September 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Weekly Activities Report

Significant Activities for This Week

STAT 1. C/PS and [] briefed the DDA and D/Pers on 5-year projections of professional personnel in each of the Career Services (11 September). On 12 September they briefed the 4 o'clock on the same subject. It is apparent that the current shortfall of professionals provides a unique opportunity to staff with high quality personnel. There are indications that this opportunity is not being grasped by these Career Services that could take advantage.

STAT 2. The Skills Development session on the status of the Federal Women's Program was attended by 56 on Wednesday 17 September 1975.

STAT 3. C/PS and [] participated in the visit of NWFCU representatives to the Groton Submarine Base Credit Union. Their minicomputer operation was everything we had heard it to be and could do great things for our own credit union.

4. C/PS attended the review session on progress toward our objectives.

5. Issued a memo requesting the OP DDs to name representatives to join a group to work out indicators for the evaluation of program performance in the office. (OP-A 07-76)

6. Sent forward to D/Pers the revised descriptions of the competitive evaluation categories.

Significant Activities Anticipated for Next Week

Continue ongoing studies.

Support to investigating Committees

Sterilizing reports to be forwarded-- 11 hours at GS-06.

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Chief, Plans Staff
Office of Personnel

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